



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
LOS ANGELES REGIONAL CRIME LABORATORY  
FACILITY MANAGEMENT COMMITTEE  
LEROY D. BACA MEDIA CENTER  
HERTZBERG-DAVIS FORENSIC CENTER  
1800 PASEO RANCHO CASTILLA  
LOS ANGELES, CA 90032**

**Monday, June 8, 2015**

**8:00 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (15-2803)

**Attachments:** [AUDIO](#)

Present: Representative Kirk Albanese, Representative Dardy Chen and Representative Patty Huber

Excused: Representative Dana Twedell

Call to Order. (15-2556)

**Chair Kirk Albanese called the meeting to order at 8:01 a.m.**

**I. ADMINISTRATIVE MATTERS**

1. Approval of June 16, 2014 Facility Management Committee meeting minutes. (15-2561)

**On motion of Representative Chen, seconded by Chair Albanese, and unanimously carried, the June 16, 2014 minutes were approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

2. Receive and File the approved Facility Coordinating Committee (FCC) minutes for:

May 14, 2014, Meeting Minutes  
June 11, 2014, Meeting Minutes  
July 09, 2014, Meeting Minutes  
August 13, 2014, Meeting Minutes  
September 10, 2014, Meeting Minutes  
October 08, 2014, Meeting Minutes  
November 12, 2014, Meeting Minutes  
December 10, 2014, Meeting Minutes

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January 04, 2015, Meeting Minutes  
February 11, 2015, Meeting Minutes  
March 11, 2015, Meeting Minutes  
April 08, 2015, Meeting Minutes  
May 13, 2015, Meeting Minutes (15-2563)

**By Common Consent, there being no objection, the FCC meeting minutes were received and filed.**

3. Introduction of FMC Representatives. (15-2564)

**Facility Management Representatives, Chair Kirk Albanese, Dardy Chen, Glen Dragovich, Patty Huber and J. Scott McIntyre, Crime Lab Facility Manager provided self-introductions.**

4. Election of 2016 Officers. (15-2565)

**On motion of Chair Albanese, seconded by Representative Huber, the Committee unanimously elected Representative Dragovich as the Chair for 2016.**

## **II. REPORTS**

5. REQUIRED TOPICS

- Parking
  - Interagency Cooperation
  - Dispute Resolution
  - Security and Access
  - Emergency Evacuation Plan
  - Contracts
  - Report by Facility Manager
- Report from the Facility Coordinating Committee:
  - Clay Porlier, Los Angeles County Sheriff's Department
  - Wesley Grose, Los Angeles County Sheriff's Department
  - D'Anna Markley, Los Angeles Police Department
  - Doreen Hudson, Los Angeles Police Department
  - Denise Herz, California State University Los Angeles (15-2310)

### **PARKING**

**No report was presented.**

### **INTERAGENCY COOPERATION**

**Clay S. Porlier and Wesley P. Grose, Los Angeles Sheriff's Department (LASD) and Commanding Officer D'Anna Markley, Los Angeles Police**

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Department (LAPD), concurred that the collaboration between the Sheriff and Police Departments have been extremely cooperative. Doreen Hudson, LAPD, reported that the recently co-hosted Southwestern Association of Forensic Document Examiners' annual meeting benefited both organizations due to effective interagency cooperation.

#### **DISPUTE RESOLUTION**

No report was presented.

#### **SECURITY AND ACCESS**

Scott McIntyre, Facility Manager, reported on the electronic key security located at the main facilities office tracks building access through a computer program centralized at one single location. Employees are assigned a key code number according to rank. The key code is operational for all systems.

#### **EMERGENCY EVACUATION PLAN**

Scott McIntyre, Facility Manager, reported the recent evacuation drill was successful. Also, incorporated on that day was the California Shake Off Drill. Both drills were without incident.

#### **CONTRACTS**

Scott McIntyre, Facility Manager, reported on the following contracts processed through the LASD's procurement system:

- Bio waste removal services
- Lead residue cleaning two year contract upgrade incurred a \$10,000 increase
- Housekeeping Contract with California State University, Los Angeles (CSLA) – 9 fulltime janitors
- Landscaping Contract also with the CSLA

#### **REPORT BY FACILITY MANAGER**

Scott McIntyre, Facility Manager, provided an overview of the Los Angeles Regional Crime Laboratory Facility Authority's proposed Operating Budget that has increased 18% due to maintenance, controlled air renewing and electrical expenses. He reported that there is an 8-10% annual increase for electrical use.

- Installed were LED lighting in the parking lot and the facility, incurring in the next 10 years, a cost savings of approximately \$200,000.

- **FMC is considering installing refrigeration to cool fourth floor laboratory at a one-time cost to LASD of \$90,000.**
- **FMC is considering future staffing adjustments including the following:**
  - **Hiring two full time security officers for the reception area and to patrol the facility.**
  - **Hiring an administrative service manager to assist the facilities manager.**
  - **Hiring two full time senior maintenance workers and a refrigerator mechanic to be funded through the facility maintenance budget.**

#### **COORDINATING COMMITTEES**

**Clay S. Porlier and Wesley P. Grose, LASD, reported on the need for new staff.**

### **III. DISCUSSION**

**6. Consideration of Future Agenda Items. (15-2567)**

**Scott McIntyre reported that in 2009 the Los Angeles Regional Crime Laboratory Facility Authority voted to readjust the budget to salary a manager and intermediate typist clerk in his office from the original agreement. Presently, LASD and LAPD pay their salaries. Mr. McIntyre stated the Facility Coordinating Committee wants to revisit payment arrangement to again include the University paying a proportional share of approximately \$32,000.**

### **IV. MISCELLANEOUS**

#### **Matters Not Posted**

**7. Matters not on the posted agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting of the Committee, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda. (15-2568)**

**The matters were posted in the previous agenda item.**

**Public Comment**

8. Opportunity for member of the public to address the Committee on items of interest that is within jurisdiction of the Committee. (15-2569)

**No members of the public addressed the Commission.**

**Adjournment**

9. Adjournment for the Meeting of June 8, 2015. (15-2570)

**On motion of Representative Dardy Chen, seconded by Representative Glen Dragovich, there being no objection, the meeting adjourned at 8:28 a.m.**